

POLICY

It is the policy of the Michigan Department of Human Services Bureau of Juvenile Justice (BJJ) that students in the BJJ School District have a transition referral form completed on the Juvenile Justice Information System (JJIS) and a paper copy retained in the youth's file.

PURPOSE

This policy ensures youths receive an education emphasizing services designed to meet their unique needs and prepares them for post school activities.

DEFINITIONS

See JRG, JJ Residential Glossary.

**RESPONSIBLE
STAFF**

Designated in the facility standard operating procedure.

PROCEDURE

Each facility providing on-site educational services is required to develop and implement standard operating procedures (SOP's) relating to transition services. At a minimum, these SOPs must contain the following requirements:

Orientation

Following admission, document the youth's MRS initial orientation in the youth's case notes using the JJIS case note form.

Note: In the field entitled "Type," use the drop down menu and select "MRS Orientation."

One MRS initial orientation is required for each admission to a facility.

If the youth received an MRS initial orientation within the preceding twelve (12) months, this step can be omitted.

**Transition
Referral**

Within six (6) months of a youth's anticipated release date, complete a transition referral form in JJIS to identify youths with specific service needs following their release from BJJ.

Once a youth has an anticipated release date, or upon a youth's release, contact the agency providing transition services.

AUTHORITY

Individual's With Disabilities Education Improvement Act of 2004, 20 USC 1400 et seq.